



Human Resources

DATE POSTED: November 28, 2005

REQ. # 05-296

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 11-28-2005 TO 12-02-2005, but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
ZONING TECHNICIAN

OF OPENINGS
1

STARTING SALARY
\$12.13 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 735
PAY GRADE 13
SALARY: \$12.13 - \$18.49
ZONING TECHNICIAN

MAJOR FUNCTION: Technical Supervisory position with the Permitting/Zoning Services Section, Division of Code Compliance, Department of Public Works. Position reports to the Zoning Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Working knowledge and understanding of the County's Land Development Code and Building Code required. Familiarity with administrative and enforcement process and with automated data management systems preferred.

Abilities: Ability to read and interpret building and development plans, specifications and legal documents and identify inconsistencies with the requirements of applicable regulations. Ability to read maps, aerial photographs, engineering scales, flood zone information and other related graphic aids. Ability to establish and maintain effective working relationships with the public and fellow employees. Must be able to deal effectively with the public and present opinions both written and orally in a clear and concise manner. Limited supervisory abilities preferred.

ESSENTIAL JOB FUNCTION: Coordinates the review and processing of all building permit applications for development activities. Provides supervisory review for all construction plans for compliance with the provisions of the County's Land Development Code and for site plan consistency. Review zoning compliance applications for consistency with the provisions of the County's Land Development Code. Assists the public in the understanding of zoning standards and building regulations. Coordinates plan review with the other sections and divisions in this department with the provisions of the County's Land Development Code. Assists with processing of liquor license applications. Performs necessary training of staff in the zoning section related to the review and analysis of building permits and construction plans. Reviews and processes flood zone requests. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to occasionally lift 30 pounds.

EDUCATION: High school diploma, or possession of equivalent degree. Must have the ability to use computer and automated data entry equipment.

EXPERIENCE: Three (3) years of experience in a building permitting office or similar organization. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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